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ABSTRACT

Intended for use by the head of reference and subject-area bibliographers at Penfield Library, this document provides guidelines for the selection and evaluation of titles for the 25,000 volume reference collection at this primarily undergraduate institution. The reference collection also supports the general information needs of both the college and the community. The policy includes a definition of a reference book; it assigns responsibility for the reference collection; and it defines the purpose of the collection. More than half the document is an outline of over 20 types of reference materials: almanacs and yearbooks, annual reviews, annual reports, atlases, bibliographies, biographies, concordances, dictionaries, directories, encyclopedias, handbooks and manuals, indexes and abstracts, legal materials, library catalogs, medical materials, plot summaries, statistical sources, style manuals, telephone books, maps, travel books, and identification guides for plants and animals. For each type of reference work both selection and deselection statements are provided. An appendix lists names of over 200 historical persons who will be the subjects of bibliographies to be included in the reference collection. (Author/THC)

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Reference Collection Development Policy
Penfield Library
State University of New York
College at Oswego

Reference Collection Development Group, 1984-85
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November 1984

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Blanche Judd

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

I. INTRODUCTION

A. The College Community

The State University College of New York at Oswego is an academic institution of higher education located on the southern shore of Lake Ontario. The college was founded in 1861 and was incorporated into the State University system in 1962. Today, SUNY Oswego is a multipurpose college of Arts and Science. The college offers 44 programs leading to a Bachelor's degree, 19 programs of graduate study leading to a Master's degree, and 3 programs in preparation for a Certificate of Advanced Study.

B. Library Patrons

The large majority of students attending SUNY Oswego are those enrolled in course work at the Bachelor's degree level. For this reason, Penfield Library's heaviest users are the college's undergraduate students. These patrons tend to use the library on a regular basis and often require reference service and assistance. Graduate students, faculty, and citizens of the Oswego community also rely upon Penfield Library for their information needs.

C. Purpose of Policy

The purpose of this policy is to provide guidelines for the selection, maintenance, and evaluation of Penfield Library's reference collection. This policy will aid the library's professional staff in the collection development process and inform the public about the principles upon which selections are made.

II. ORGANIZATIONAL RESPONSIBILITY

A. Head of Reference

The Head of Reference is responsible for the development and maintenance of the reference collection as outlined in this reference collection development policy.

B. Reference Collection Development Group

The Reference Collection Development Group formulates policy recommendations for the reference area of the library. The group periodically reviews all reference standing orders, abstracts and indexes, and considers new titles for standing order status.

C. Collection Development Area Selectors

The area selectors cooperate with the Head of Reference in the selection and evaluation of reference materials for their respective areas. With the Head of Reference, they also periodically review the reference collection for their areas.

III. THE REFERENCE COLLECTION

A. Definition of A Reference Book

The ALA Glossary of Library Terms defines a reference book as "a book designed by its arrangement and treatment to be consulted for definite items of information rather than be read consecutively." Though format is a major consideration in determining a book's placement in our reference collection, the final decision will be based upon William Katz's broader, more pragmatic definition of a reference book: "how consistently useful it is in answering reference questions. If it serves this purpose, for either patron or librarian with any degree of regularity, it should be part of the reference collection--even if this means duplicating the title in the main collection." Using Katz's definition, titles will be chosen for our reference collection based upon their support of the reference function in our library.

B. Purpose of the Collection

The primary purpose of Penfield's reference collection is to serve the information needs of the college's academic community. Therefore, materials are first selected which support the college's overall curriculum and enhance departmental programs within the college. As SUNY Oswego has a high concentration of undergraduate students, the library's first priority is to collect materials at this level. Penfield also purchases reference materials which support our graduate programs. The level of this support, however, depends on the number of graduate students expected to use such research materials. Materials which support only faculty research have a low priority. Within this latter category, greater consideration is given to acquiring materials which provide bibliographic information needed to request items on interlibrary loan.

A secondary responsibility is to acquire materials to meet the general information needs of Oswego's student, faculty, and community users. Providing these materials is particularly important given our rural location and the absence of a large public library in our community. Some of the areas within this category are career and employment, medicine and health, recreation, and travel.

C. Selection Criteria for Individual Titles

Decisions to order a title for reference are based on the following considerations: recommendations of reviews; authors' and publishers' reputations in field; recency; scope; level of content for intended use; organization of material; physical format; the inclusion of bibliographies and indexes; and price.

D. Language, Format, Duplication

Generally, reference books are selected only in the English language. Foreign language material will be selected on a very limited basis when there is no comparable English language source.

Hardbound editions are preferred over paperbound. Paper copy and microforms are considered according to perceived use, cost, maintenance, and availability.

Usually only single copies of reference materials are ordered; however, exceptions are made for those few items which receive heavy reference use either by patrons or the library staff.

E. Major Selection Tools Used

The Head of Reference regularly reviews reference titles in Choice, RQ, Wilson Library Bulletin, Reference Services Review, American Reference Books Annual (ARBA), Library Journal, and publishers' flyers.

IV. LOCATION OF REFERENCE MATERIALS

A. Reference Room

The majority of reference materials, including most abstracts and indexes, are kept in the Reference Room located near the Information Desk.

B. Lobby

Located in the lobby are indexes to reviews, in print guides, union lists, G.K. Hall bibliographies, foreign language encyclopedias, general encyclopedias, selected print and microfilm abstracts and indexes, and selected law titles.

C. Law Room

Primary law sources, including federal and N.Y. State statutes, codes, regulations, and case law, are located in the Law Room and in the lobby area.

D. Documents/Reference

The Documents/Reference Room holds abstracts and indexes for government publications, the Congressional Record, the Serial Set, census materials, primary international law sets, the Readex microfiche collections, other government documents microforms, and our topographical maps collection

E. Reference Storage

This basement storage area contains earlier editions of catalogued reference materials and individual reference titles judged to be of limited use to our users; indexes and abstracts which are inactive and earlier years of some currently received abstracts and indexes; and United Nations Security Council and General Assembly documents and their finding aids.

F. Ready Reference

Based on the criteria listed below, catalogued and uncatalogued reference materials are housed in a separate Ready Reference Collection behind the Information Desk.

1. The material is used frequently for quick reference by librarians.

2. The material is used often by a great number of library users.

3. The material is designated for a specific class assignment.

4. The material is of a timely/topical/seasonal nature.

5. The material serves as a key tool to the reference collection.

G. Reserve

Some reference materials are placed on reserve. Criteria for the inclusion of reference materials on reserve are:

1. Reference material which is limited in interest to single groups of students who will be placing heavy demand on these materials, e.g. industrial arts and marketing students.

2. Duplicate copies of English and bilingual foreign language dictionaries for which there is a heavy demand.

3. Duplicate copies of selected reference sources which require a circulating copy for a limited time period, e.g. Tax Guide for College Teachers and the A.P.A. and M.L.A. style manuals.

V. Types of Materials

A. Almanacs and Yearbooks

Selection statement:
Most major American and Canadian almanacs are on standing order and received each year. Standing orders for almanacs of other countries are also maintained, but usually on a biannual or triannual basis. Encyclopedia yearbooks are purchased to complement our encyclopedias. Other yearbooks are covered under specific areas.

Retention statement:
In the majority of cases, only the last two years of almanacs are kept: the latest one in reference and the next latest in reference storage. A complete run is kept of the World Almanac, divided between reference and reference storage.

B. Annual Reviews

Selection statement:

Annual Reviews of research are selected and paid for by the area selectors. The latest five years of Annual Reviews providing broad coverage of whole disciplines, such as The Annual Review of Psychology, may be kept in the reference area, as advised by the area selectors and library instruction staff.

Retention statement:

Earlier years are kept in the circulating collection.

C. Annual Reports

Selection statement:
Annual Reports are collected in both paper copy and microfiche (1981-). A card file indexed by company name is available next to the vertical file and lists reports in both formats. The reports are arranged alphabetically by company name, either in the vertical file cabinets or the reference microfiche cabinet. 10K (financial) reports are also available for those companies in our microfiche collection. The annual report to shareholders is normally included in the 10K report. (Collection does not include any interim or other non-annual reports.)

Retention statement:
Current three years of paper annual reports are kept in reference with earlier years discarded. Microfiche annual reports will all be retained in the reference area.

D. Atlases, Geographic

Selection statement:
A comprehensive, up-to-date collection of national and world atlases is maintained. Under the general guidelines of this policy, regional and thematic atlases are also purchased. Most atlases received through the depository program are catalogued and kept in the general reference collection. Those that are judged to be of limited interest are retained in documents.

Retention statement:
Generally, only the most recent edition is kept in reference with earlier editions being discarded. Most atlases over five years old are discarded. Earlier editions of major atlases which have historical significance will be retained in reference or in reference storage depending upon expected use. Guides like General World Atlases in Print are used to identify these important earlier editions.

E. Bibliographies

Selection statement:
Priority is given to selecting bibliographies providing authoritative, broad, and up-to-date coverage of major writers and subjects. "List of Names for Reference Bibliographies" (Appendix I) is used to identify major figures for which Reference selects bibliographies. (Bibliographies of individuals not on this list are the responsibility of area selectors to consider purchasing for the circulating collection.) Special effort is also made to collect bibliographies of current or topical interest. Bibliographies are classed with their disciplines.

Trade bibliographies are purchased annually. The latest edition is in the reference area.

National bibliographies, including The National Union Catalog and the 1980 microprint edition of The British Museum General Catalogue of Printed Books, are kept in the reference area convenient to both the library staff and the public.

Retention statement:

Earlier editions of most bibliographies are transferred to the circulating collection. Superseded national and trade bibliographies are referred to Collection Development where the decision is made to either keep or discard.

F. Biography

Selection statement:
Major comprehensive works concerning universal, national, and professional biography both retrospective and current are collected. Collective eastern regional biography is also considered.

Retention statement:
Earlier editions of most collective biographies are kept in reference storage for retrospective research.

G. Concordances

Selection statement:
Under advisement from area selectors, very few concordances other than ones for Shakespeare and the Bible are selected.

Retention statement:
Concordances judged too specialized for reference will be transferred to the circulating collection.

H. Dictionaries

Selection statement:
Both general language and specialized dictionaries, (etymological, idiomatic, and usage, for example,) for the English language are included in the reference collection. Foreign language dictionaries are purchased for those languages used by a portion of our student body, as well as languages used by the library's cataloguers. In addition to this, dictionaries in other subject areas (e.g., chemistry) are purchased to support the curriculum.

Retention statement:
Earlier editions and duplicate copies of abridged English language, bilingual Spanish, French and German language dictionaries, and English language thesauri are kept in the Reserve Collection for limited circulation. Earlier editions and duplicate copies of dictonaries for other foreign languages are in the circulating collection. At least one copy of earlier editions of unabridged dictionaries is kept in reference storage.

I. Directories

a. Catalogued Directories
Selection statement:
Published directories with a broad scope and/or subject area pertinent to our collection are purchased and catalogued for reference.

Retention statement:
Generally, only the current year of these directories are retained. Exceptions are directories on Ready Reference or those which have a particularly heavy use. For these directories, the next latest copy will be kept in reference storage.

b. Uncatalogued Directories

Selection statement:
Directories for which only minimal use is anticipated are filed by title in a separate directory area. These directories are accessible through the reference key word index and a separate listing by title.

Retention statement:
Only the most recent copy of these uncatalogued directories are retained.

J. Encyclopedias

Selection statement:
Major general encyclopedias are purchased on a rotating basis, making sure all editions are the latest available or published within the past five years. Priority for keeping encyclopedias up-to-date is: 1) Encyclopedia Americana, 2)Collier's Encyclopedia, 3)Encyclopedia Britannica, 4)World Book. Annual yearbooks keep these sets up-to-date. Special encyclopedias are collected per the objectives and scope stated in this policy.

Retention statement:
In most cases only the latest edition of an encyclopedia is kept in reference, with the next latest edition kept in reference storage. The exception is the Britannica for which the latest edition of both the old and new formats are kept in the reference area and periodic editions (every ten years) are kept in reference storage for historical research. Also kept are significant editions so indicated by such sources as Encyclopedias in Print and Guide to Reference Sources. Other editions are discarded.

K. Handbooks and Manuals

Selection statement:
Following the guidelines in parts I-II of this policy, reference purchases handbooks and manuals deemed appropriate. As many of these titles also have utility in the circulating collection, duplication in this category is possible.

Retention statement:
Retention policy is varied depending upon subject. Area selector and Head of Reference make recommendations for each title.

L. Indexes and Abstracts

Selection statement:
Reference selects indexing and abstracting services within budgetary limitations that meet the objectives of the collection (section II), provide access to the library's holdings, and provide bibliographic information necessary for interlibrary loan. U.S. Government indexes and abstracts that support the curriculum are also selected and shelved in Documents/Reference.

Most indexes and abstracts are shelved in a separate area in the Reference Room. They are arranged by subject categories instead of by classification number. Indexes and abstracts not kept in Penfield Library (Chemistry Abstracts, Math Reviews, and Physics Abstracts) are maintained in the Science Library located in Snygg Hall.

Retention statement:
Other than science titles in Snygg, the latest years of all currently received abstracts and indexes are kept in the reference area. Most inactive titles, and earlier years of selected active titles, are kept in the abstract and index area of reference storage.

M. Legal Materials

Selection statement:
Primary and secondary legal materials are purchased in support of undergraduate and graduate programs in many departments including Business, Education, History, and Public Justice. Primary sources include the statutes, codes and regulations, and court cases of New York State and the United States. Secondary sources are purchased both to provide background information and to aid in locating significant primary law material. Specific subject law sets like the CCH Standard Federal Tax Reporter are purchased only when their use justifies the cost of the set.

Retention statement:
Generally, for secondary sources the latest edition is kept in reference, with the next latest transferred to the circulating collection, and any earlier editions are discarded. Superseded editions of primary law sources are discarded.

N. Library Catalogs

Selection statement:
Because library catalogs have minimum utility in an undergraduate library, they are not generally purchased for the reference collection.

Retention statement:
Library catalogs purchased in earlier years may be transferred to the circulating collection, reference storage or discarded depending upon the recommendation of area selectors and the Head of Reference.

O. Medical Materials

Selection statement:
Reference purchases standard medical reference works, such as dictionaries and directories, as well as standard medical texts that provide encyclopedic information. Specialized materials are also acquired as needed to support course offerings.

Retention statement:
Earlier editions of most medical reference books are discarded. Back up copies of a few heavily used titles are kept in reference storage.

P. Plot Summaries

Selection statement:
Digests are purchased very selectively and limited to the major, comprehensive collections of plot summaries, such as Masterplots.

Retention statement:
Earlier editions are kept in reference storage.

Q. Statistics Sources

Selection statement:
An interdisciplinary collection of statistics' sources is maintained to support the varied needs of the curriculum. Privately published statistical yearbooks are kept on standing order so that the continuity and usefulness of individual titles is not interrupted. Many specialized statistical series are retained in the government documents collection and are accessed through its separate indexes.

Retention statement:
All statistical yearbooks are retained. The latest edition is kept in reference and the earlier editions in reference storage. An exception is Statistical Abstracts of the United States. All editions of this title more recent than Historical Statistics of the U.S. are kept in reference.

R. Style Manuals

Selection statement:
Reference selects all major, current style manuals that are related to the college's departments and programs. Multiple copies of heavily used titles are also purchased with duplicate copies of some titles being placed on reserve for limited circulation.

Retention statement:
Latest editions are kept in reference, with some duplicate copies sent to reserve for limited circulation. Earlier editions are discarded upon recommendations of area selectors and Head of Reference.

S. Telephone Books

Selection statement:
As long as these are available free from the telephone company, reference will maintain a collection of directories for all New York State, major United States cities, the eastern Canadian cities of Ottawa, Toronto, Montreal, and Quebec, and other cities' directories as requested by library users. A separate collection of the telephone directories of federal agencies is also kept.

Retention statement:
Duplicate copies of all directories and an earlier edition of New York State directories are kept in the reference office. Other superseded copies are discarded.

T. Maps

a. Topographical

Selection statement:
A non-circulating collection of New York State and U.S. Geological Survey Topographic maps is maintained in map cases in the Documents/ Reference Room.

Retention statement:
Only the latest copy is kept. Earlier copies are discarded.

b. Vertical File Maps

Selection statement:
Circulating copies of road maps, (e.g., city, county, state maps) are collected for the vertical file as long as they are free.

Retention statement:
Maps more than five years old are discarded.

U. Travel Books

Selection statement:
Reference maintains a standing order for the Mobil Travel Guides. Reference selectively purchases separate travel books for major European countries, China, and other countries for which there are not up-to-date Country Guides.

Retention statement:
The next earlier issue of reference travel guides, as well as travel guides for other areas, are kept in the circulating collection.

V. Identification guides for plants and animals

Selection statement:
Reference maintains one guide for each category of plant or animal (e.g. birds of our area, wildflowers, trees) frequently requested by our users. Other copies of guides to plants and animals are in the circulating collection.

Retention statement:
Earlier copies of guides are transferred to the circulating collection.

Appendix I
List of Names for Reference Bibliographies

00153 Adams, Henry
00122 Aeschylus
00123 Aristophanes
00001 Aristotle
00003 Augustine, Saint
00178 Aurelius, Marcus
00004 Austen, Jane
00005 Bacon, Francis
00124 Balzac, Honore de
00154 Bancroft, George
00190 Barth, Karl
00155 Beard, Charles A.
00006 Becket, Samuel
00156 Bede
00179 Bentham, Jeremy
00007 Beowulf
00008 Bergson, Henri
00009 Berkeley, George
00010 Blake, William
00191 Bonhoeffer, Dietrich
00125 Borges, Jorge Luis
00011 Bronte, Charlotte
00012 Bronte, Emily
00013 Browning, Robert
00014 Buber, Martin
00180 Buddha
00192 Bultmann, Rudolf
00181 Burke, Edmund
00193 Calvin, John
00015 Camus, Albert
00157 Carlyle, Thomas
00017 Carroll, Lewis
00126 Cervantes, Miguel de
00018 Chaucer, Geoffrey
00127 Chekhov, Anton
00019 Coleridge, Samuel T.
00128 Collett, Camilla
00020 Comte, Auguste
00182 Confucius
00021 Congreve, William
00022 Conrad, Joseph
00023 Cooper, James Fenimore
00129 Corneille, Pierre
00024 Crane, Steven
00025 Dante Alighieri
00130 Dario, Ruben
00205 Darwin, Charles

00027 DeFoe, Daniel
00028 Descartes, Rene
00029 Dewey, John
00030 Dickens, Charles
00031 Dickinson, Emily
00032 Diderot, Denis
00033 Disraeli, Benjamin
00034 Donne, John
00035 Dostovesky, Fyodore
00036 Dreiser, Theodore
00037 Dryden, John
00158 Durant, Will
00206 Einstein, Alfred
00038 Eliot, George
00039 Eliot, T.S.
00040 Emerson, Ralph Waldo
00183 Erasmus, Desiderius
00131 Euripides
00041 Faulkner, William
00042 Fielding, Henry
00043 Fitzgerald, F. Scott
00132 Flaubert, Gustave
00208 Franklin, Benjamin
00207 Freud, Sigmund
00044 Frost, Robert
00209 Galileo
00210 Gandhi, Mohandas
00133 Garcia Lorca, Federico
00159 Gibbon, Edward
00134 Gide, Andre
00135 Goethe, Johann Wolfgang von
00136 Gogol, Nikolai
00211 Hamilton, Alexander
00045 Hardy, Thomas
00046 Hawthorne, Nathaniel
00047 Hegel, George
00048 Heidegger, Martin
00049 Hemingway, Ernest
00160 Herodotus
00050 Hobbes, Thomas
00161 Holinshed, Raphael
00137 Homer
00051 Hopkins, Gerald Manley
00138 Horace
00052 Hume, David
00053 Husserl, Edmund
00054 Ibsen, Henrik
00055 James, Henry
00056 James, William
00212 Jefferson, Thomas
00057 Johnson, Samuel
00058 Jonson, Ben
00059 Joyce, James

00213 Jung, Carl
00060 Kafka, Franz
00061 Kant, Immanuel
00062 Keats, John
00214 Kepler, Johannes
00063 Kierkegaard, Soren
00194 King, Martin Luther
00195 Knox, John
00064 Lawrence, D.H.
00184 Leibnitz, Gottfried Wilhelm von
00185 Lenin, Vladimir Ilich
00065 Lessing, Doris
00066 Lewis, C.S.
00218 Lincoln, Abraham
00162 Livy
00067 Locke, John
00196 Luther, Martin
00163 Macaulay, Thomas Babington
00186 Machiavelli, Niccolo
00068 Malory, Sir Thomas
00215 Malthus, Thomas
00139 Mann, Thomas
00140 Marcuse, Herbert
00069 Marlowe, Christopher
00070 Marx, Karl
00141 Maupassant, Guy de
00071 Melville, Herman
00072 Mill, John Stuart
00073 Miller, Arthur
00074 Milton, John
00197 Mohammed
00075 Moliere
00164 Morison, Samuel Eliot
00142 Neruda, Pablo
00198 Newman, John Henry
00216 Newton, Issac
00199 Niebuhr, Reinhold
00187 Nietzsche, Freidrich Wilhelm
00076 O'Neill, Eugene
00077 Orwell, George
00143 Ovid
00165 Parkman, Francis
00078 Pascal, Blaise
00144 Petrarch
00079 Plato
00166 Plutarch
00080 Poe, Edgar Allen
00081 Pope, Alexander
00082 Pound, Ezra
00083 Proust, Marcel
00084 Pushkin
00145 Racine, Jean
00167 Ranke, Leopold von
00085 Rilke, Rainer Maria
00086 Rousseau, Jean Jacques

00087 Russell, Bertrand
00088 Sartre, Jean-Paul
00188 Schopenhauer, Arthur
00089 Scott, Sir Walter
00090 Shakespeare, William
00091 Shaw, George Bernard
00092 Shelley, Percy Bysshe
00093 Sheridan
00217 Smith, Adam
00094 Smollett, Tobias G.
00189 Socrates
00146 Sophocles
00168 Spengler, Oswald
00095 Spenser, Edmund
00096 Spinoza, Benedict
00097 Steinbeck, John
00147 Stendhal
00098 Sterne, L.
00099 Stevens, Wallace
00148 Strindberg, August
00169 Suetonius
00100 Swift, Jonathan
00102 Teilhard de Chardin, Pierre
00101 Tennyson, Alfred
00002 Thomas Aquinas, Saint
00103 Thackeray, William
00104 Thomas, Dylan
00105 Thoreau, Henry David
00170 Thucydides
00200 Tillich, Paul
00106 Tolkien, J.R.R.
00149 Tolstoy, Leo
00171 Toynbee, Arnold
00172 Trevelyan, George Macaulay
00107 Trollope, Anthony
00150 Turgenev, Ivan
00173 Turner, Frederick Jackson
00108 Twain, Mark
00151 Virgil
00109 Voltaire, Francois
00110 Warren, Robert Penn
00111 Wells, H.G.
00201 Wesley, John
00112 Whitehead, Alfred North
00113 Whitman, Walter
00114 Wilde, Oscar
00115 Williams, Tennessee
00116 Williams, Wm. Carlos
00117 Wittgenstein, Ludwig
00118 Wolfe, Thomas
00119 Woolf, Virginia
00120 Wordsworth, William
00202 Wycliffe, John
00175 Xenophon
00121 Yeats, William Butler

00152 Zola, Emile
00203 Zoroaster
00204 Zwingli, Huldrych